

**IMMEDIATE**

**Govt. of NCT of Delhi  
Department of Women & Child Development  
1<sup>st</sup> Floor, Maharana Pratap ISBT Building  
Kashmere Gate, Delhi-110006**

F.No 17(27)/WCD/ADMN/MISC/2019/PF/ 13247-51

Date:-

02 DEC 2020

**CIRCLAR**


In order to prevent spread of COVID-19 and in reference to letter No. 1(543)/DDMA(HQ)/MISC/COVID-19/PF-I/2020-21/2079 dated 28.11.2020 issued by Chief Secretary, in his capacity as Chairperson, State Executive Committee, DDMA, GNCTD, Delhi Disaster Management Authority, Government of NCT of Delhi, the following measures are to be taken by the Department and Subordinate offices with immediate effects for functioning of the offices.

1. All officers of the level of Grade-I /equivalent and above will attend office to the extent of 100% strength. The remaining staff will attend up to 50% as per requirement to be assessed by HOO/Head of Branches concerned (remaining 50% of the staff will work from Home), till 31.12.2020 or till further order whichever is earlier.
2. All the Deputy Directors/Branch In-charges/DOs/HOOs/Supdts Institutions/Homes shall make a roster of officials such that limited number attend the offices under their jurisdiction and the office functions on minimal strength and employees are desisted from travelling frequently, rest of the employees will work from home. Copy of the roaster prepared shall be forwarded to Director, DWCD also. However, all Homes/Institutions/Branches those covered under essential services will function normally as already directed vide order no. 20.03.2020 (copy enclosed).
3. The officials allowed to work from home will available at any time as and when so required on phone, whatsapp, messages and emails. Any official allowed to work from home may be called to office, if so required.
4. The officials working from home shall not leave stations unless prior permission is granted by the Competent Authority in writing and conveyed to him/her only in exceptional circumstances.
5. This arrangement shall be effective till 31.12.2020 or till further order.
6. Order about who among the officials will come to office shall be mailed at supdtadmncd@gmail.com.

**This issues with the prior approval of the Director, DWCD.**

Yours faithfully,

Enc. As above

  
Dy. Director (Admn)  
DWCD, GNCTD

To,

All Branch-In-Charges

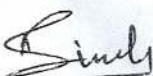
02 DEC 2020

F.No 17(27)/WCD/ADMN/MISC/2019/PF/ 13247-51

Date:-

Copy for information and necessary action: -

1. OSD to Chairperson, DDMA, Govt. of NCT of Delhi via e-mail id - ddma.delhi@nic.in.
2. OSD to Secretary, DWCD, GNCTD.
3. PA to Director, DWCD, GNCTD.
4. PA to Joint Director, DWCD, GNCTD.
5. Data Processing Assistant for uploading circular on the website of the Department.
6. Guard file.

  
Dy. Director (Admn)  
DWCD, GNCTD

**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT**  
**GOVERNMENT OF N.C.T. OF DELHI**  
**MAHARANA PRATAP ISBT BUILDING,**  
**DELHI-110006**  
**PH. 011-23862652**

F.No. 17(39)/WCD/Admn./C.Virus/2020/

28476-80

Dated:- 20.03.2020

20 MAR 2020

**ORDER**

In order to prevent spread of COVID-19 and in the light of decision taken in the meeting at Delhi Secretariat Auditorium on 20/03/2020, following measures are to be taken by the Department and subordinate offices with immediate effect: -

**ESSENTIAL SERVICES**

| S. No. | Particulars   | Remarks   |
|--------|---|---|
| 1.     | All the residential Homes/Institutions (Women & Children) | <ul style="list-style-type: none"><li>All Services are essential.</li><li>Visit of dignitary and Meeting of Advisory Board/governing bodies are not essential which can be suspended.</li><li>Visitors will be discouraged. If visit is essential, then visitor may be facilitated to visit and speak from a safe distance with the inmates he intends to meet. In no case, physical contact like hugging, touching etc. will be permitted.</li></ul> |
| 2.     | Anganwadi Services  | <ul style="list-style-type: none"><li>Frequent field visits will be minimised.</li></ul>  |

**NON-ESSENTIAL SERVICES**

| S. No. | Particulars                   | Remarks   |
|--------|-------------------------------|---|
| 1.     | District Offices              | <ul style="list-style-type: none"><li>All public dealings and entry of visitors may be suspended.</li></ul> |
| 2.     | All Branches of Head Quarters |   |
| 3.     | Works Centres for Women       | <ul style="list-style-type: none"><li>Functioning suspended.</li></ul>                                      |
| 4.     | Creches                       |   |

Further, following actions will be taken to enforce the above: -

- All Deputy Directors/District Officers/Supdt./CDPO/Branch In-charge of DWCD (HQ) shall make a roster of officials such that limited number attend the offices under their jurisdiction and the office function on minimal strength and employees are desisted from travelling frequently. Rest of the employees will work from home.



The officials allowed to work from home will be available at any time as and when so required on phone, whatsapp, message and emails. Any official allowed to work from home may be called to office if so required.

3. The officials working from home shall not leave station unless prior permission is granted by the Competent Authority in writing and conveyed to him/her only in exceptional circumstances.
4. Attendance of official working from office and home shall be maintained by branches.

Order about who among the officials will come to office shall be mailed at [suptadmncwd@gmail.com](mailto:suptadmncwd@gmail.com).

This arrangement will remain in force till 31.03.2020 or ordered otherwise.



**(S.B. Shashank)**  
**Director (WCD)**

Dated

20 MAR 2020

F.No. 17(39)/WCD/Admn./C.Virus/2020/28476-8/  
Copyto: -

1. Spl. Director/Joint Director/ Deputy Directors/District Officers/Supdt. (Homes)/CDPO/Branch In-charge(DWCD) (HQ), DWCD, Govt. of NCT of Delhi, Delhi will ensure the above instructions.

Copy for information to:-

1. Secretary to Minister, DWCD, GNCTD
2. OSD to Chief Secretary, GNCTD
3. P.S. to Additional Secretary (Home), Home Deptt., GNCTD
4. P.S. to Secretary, DWCD, Govt. of NCT of Delhi, Delhi



**(S.B. Shashank)**  
**Director (WCD)**

GOVERNMENT OF NCT OF DELHI  
DISASTER MANAGEMENT AUTHORITY

No.1 (543)/DDMA(HQ)/MISC/COVID-19/PF-1/2020-21 / 2079

Dated: 28-11-2020

**ORDER**

Whereas, the Delhi Disaster Management Authority (DDMA) is satisfied that the NCT of Delhi is threatened with the spread of COVID-19 epidemic, which has already been declared as a pandemic by the World Health Organization, and has considered it necessary to take effective measures to prevent its spread in NCT of Delhi;


2. And whereas, Delhi Disaster Management Authority has issued various orders/instructions from time to time to all authorities concerned to take all required measures to appropriately deal with the situation;

3. And whereas, Ministry of Home Affairs, Govt. of India has issued Order No. 40-3/2020-DM-1(A) dated 25.11.2020 annexed with Guidelines for Surveillance, Containment and Caution, which will be in force upto 31.12.2020, wherein inter alia clause-14 provides for imposing local restrictions with a view to contain the spread of COVID-19 in offices, (copy enclosed);

4. Now, therefore, in exercise of powers conferred under Section 22 of the Disaster Management Act, 2005, the undersigned, in his capacity as Chairperson, State Executive Committee, DDMA, GNCTD hereby directs that all Government offices of NCT of Delhi / Autonomous bodies / PSUs / Corporations / Local Bodies shall function with officers of the level of Grade-I /equivalent and above to the extent of 100% strength. The remaining staff will attend upto 50% as per requirement to be assessed by HOD concerned (remaining 50% of the staff will work from home), till 31.12.2020 or till further order whichever is earlier. All HODs shall issue consequential orders in respect of their concerned department within in 24 hours in this regard and copy of the order shall be sent to [ddma.delhi@nic.in](mailto:ddma.delhi@nic.in). However, Health and Family Welfare and all related medical establishments, Police, Prisons, Home Guards, Civil Defence, Fire and emergency Services, District Administration, Pay & Account Office, Electricity, Water and Sanitation, Disaster Management and related services, NIC, NCC and Municipal services, and all other essential services shall function without any restrictions and delivery of public services shall be ensured and necessary staff will be deployed for such purpose.

5. Furthermore, private offices/ organizations are advised to stagger the office timings and also stagger the presence and quantum of staff with an objective to reduce the number of employees attending office at the same time. They are further advised to follow the practice of work from home, as far as possible.

6. All Additional Chief Secretaries/Principal Secretaries/Secretaries/HODs of Government of NCT Delhi / Autonomous bodies / PSUs / Corporations / Local Bodies of Delhi, District Magistrates of Delhi & their counterpart District Deputy Commissioners of Police and all authorities concerned shall ensure strict compliance of this order in letter and spirit.

  
28/11/20  
(Vijay Dev)

Chief Secretary, Delhi

No.1.(543)/DDMA(HQ)/MISC/COVID-19/PF-1/2020-21

Dated:

Copy for compliance to:

All Additional Chief Secretaries/Principal Secretaries/Secretaries/HODs of Government of NCT of Delhi.

2. Commissioner of Police, Delhi
3. Chairman, New Delhi Municipal Council.
4. Pr. Secretary (I&P) for wide publicity in NCT of Delhi
5. Commissioner (South DMC/East DMC/North DMC).
6. CEO, Delhi Cantonment Board.
7. All District Magistrates of Delhi
8. All District DCPs of Delhi

**Copy for kind information to:-**

1. Secretary to Hon'ble Lt. Governor, Delhi.
2. Addl. Secretary to Hon'ble Chief Minister, GNCTD.
3. Secretary to Hon'ble Dy. Chief Minister, GNCTD.
4. Secretary to Hon'ble Minister of Health, GNCTD.
5. Secretary to Hon'ble Minister of Revenue, GNCTD.
6. Secretary to Hon'ble Minister of Labour, GNCTD.
7. Secretary to Hon'ble Minister of Social Welfare, GNCTD.
8. Secretary to Hon'ble Minister of Food & Supply, GNCTD.
9. Addl. Chief Secretary (Services)/ State Nodal Officer, GNCTD.
10. Addl. Chief Secretary (UD), GNCTD.
11. Pr. Secretary (Home), GNCTD
12. Pr. Secretary (Health), GNCTD.
13. Pr. Secretary (Revenue)-cum-Divisional Commissioner, GNCTD.
14. All members of State Executive Committee, DDMA, GNCTD.
15. System Analyst, O/o Divisional Commissioner, Delhi for uploading of the order on website – [ddma.delhigovt.nic.in](http://ddma.delhigovt.nic.in).
16. Guard file.

24/L

**No. 40-3/2020-DM-I(A)**  
**Government of India**  
**Ministry of Home Affairs**

North Block, New Delhi-110001

Dated 25<sup>th</sup> November, 2020

**ORDER**

Whereas, an Order of even number dated 30.09.2020 was issued for containment of COVID-19 in the country, for a period upto 31.10.2020, which was further extended for a period upto 30.11.2020 vide an Order of even number dated 27.10.2020;

Whereas, in exercise of the powers under section 6(2)(1) of the Disaster Management Act, 2005, National Disaster Management Authority (NDMA) has directed the undersigned to issue an order with guidelines for containment of COVID-19 in the country;

Now therefore, in exercise of the powers, conferred under Section 10(2)(1) of the Disaster Management Act 2005, the undersigned hereby directs that guidelines for surveillance, containment and caution, as annexed, will be in force upto 31.12.2020.

  
Union Home Secretary

and, Chairman, National Executive Committee (NEC)

**To:**

1. The Secretaries of Ministries/ Departments of Government of India
  2. The Chief Secretaries/ Administrators of States/ Union Territories
- (As per list attached)

**Copy to:**

- i. All Members of the National Executive Committee
- ii. Member Secretary, National Disaster Management Authority

## Guidelines for Surveillance, Containment and Caution

[As per Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-I (A)  
dated 25<sup>th</sup> November, 2020]


The country is at a critical juncture in its fight against COVID-19. The number of active cases has declined steadily over the last two months, from over 10 lakhs, on September 18, 2020, to less than 4.5 lakhs now. However, over the last few weeks, the number of new cases has been rising in some States and UTs. The confluence of certain factors, viz., the recent festival season and the onset of winter, and the laxity in observance of the COVID-19 guidelines issued by Ministry of Home Affairs (MHA) in certain parts of the country pose the risk of the situation becoming aggravated, thus putting a strain on the health infrastructure. In some States and UTs, the spike observed in the number of new cases has already led to re-imposition of restrictions such as Night Curfew, limitations on number of persons in gatherings, restricted timings of markets etc. In the above context, with a view to consolidating the substantial gains that have been achieved against the spread of COVID-19, and to fully overcome the pandemic, the need of the hour is to maintain caution and strictly follow the prescribed containment strategy, focussed on surveillance, containment and strict observance of the guidelines.

Over the last few months, economic and other activities have been opened up in a phased manner, with the stipulation that the prescribed Standard Operating Procedures (SOPs) be scrupulously followed. The essence behind graded re-opening and progressive resumption of activities is to move ahead. However, there is a concomitant need to exercise due care. Every citizen must adopt COVID-19 appropriate behaviour, so as to ensure that the resumption of activities is successful and gains made in the management of the pandemic are not negated.

The following guidelines are issued to be effective from 1<sup>st</sup> December 2020.

### COVID appropriate behavior

1. State/ UT Governments shall take all necessary measures to promote COVID-19 appropriate behaviour. Strict enforcement of wearing of face masks, hand hygiene and social distancing must be ensured.
2. Wearing of face masks is an essential preventive measure. In order to enforce this core requirement, States and UTs may consider administrative actions, including imposition of appropriate fines, on persons not wearing face masks in public and work spaces.
3. Observance of social distancing in crowded places, especially in markets, weekly bazaars and public transport, is also critical for containing the spread of the infection. Ministry of Health and Family Welfare (MoHFW) will issue a SOP to regulate crowds in market places, which shall be strictly enforced by States and UTs.


  
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SOPs for regulating travel in aircrafts, trains and metro rails are already in place, which shall be strictly enforced. States and UTs shall issue necessary guidelines for regulating travel in other modes of public transport, e.g., buses, boats etc., and ensure that these are strictly complied with.

- 5. The National Directives for COVID-19 Management, as specified in **Annexure I**, shall be strictly followed throughout the country.

**Surveillance and Containment**

- 6. Effective demarcation of Containment Zones, in vulnerable and high incidence areas, is key to breaking the chain of transmission and controlling the spread of the virus. Containment Zones shall be carefully demarcated by the district authorities, at the micro level, taking into consideration the guidelines prescribed by the Ministry of Health and Family Welfare (MoHFW) in this regard. The list of Containment Zones will be notified on the websites by the respective District Collectors and by the States/ UTs. This list will also be shared with MoHFW.
- 7. Within the demarcated Containment Zones, containment measures, as prescribed by MoHFW, shall be scrupulously followed, as under:
  - i. Only essential activities shall be allowed in the Containment Zones.
  - ii. There shall be strict perimeter control to ensure that there is no movement of people in or out of these zones, except for medical emergencies and for maintaining supply of essential goods and services.
  - iii. There shall be intensive house-to-house surveillance by surveillance teams formed for the purpose.
  - iv. Testing shall be carried out as per prescribed protocol.
  - v. Listing of contacts shall be carried out in respect of all persons found positive, along with their tracking, identification, quarantine and follow up of contacts for 14 days (80% of contacts to be traced in 72 hours).
  - vi. Quick isolation of COVID-19 patients shall be ensured in treatment facilities/ home (subject to fulfilling the home isolation guidelines).
  - vii. Clinical interventions, as prescribed, shall be administered.
  - viii. Surveillance for ILI/ SARI cases shall be carried out in health facilities or outreach mobile units or through fever clinics in buffer zones.
  - ix. Awareness shall be created in communities on COVID-19 appropriate behaviour.
- 8. **It shall be the responsibility of local district, police and municipal authorities to ensure that the prescribed Containment measures are**

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strictly followed. State/ UT Governments shall ensure accountability of the officers concerned in this regard.

#### Strict adherence to the prescribed SOPs

9. All activities have been permitted outside Containment Zones, except for the following, which have been permitted with certain restrictions:
  - i. International air travel of passengers, as permitted by MHA.
  - ii. Cinema halls and theatres, with upto 50% capacity.
  - iii. Swimming pools, only for training of sports persons.
  - iv. Exhibition halls, only for business to business (B2B) purposes.
  - v. Social/ religious/ sports/ entertainment/ educational/ cultural/ religious gatherings, with upto a maximum of 50% of the hall capacity, with a ceiling of 200 persons in closed spaces; and keeping of the size of the ground/ space in view, in open spaces.

However, based on their assessment of the situation, State/ UT Governments may reduce the ceiling to 100 persons or less, in closed spaces.
10. SOPs have been prescribed for various activities. These include movement by passenger trains; air travel; metro trains; schools; higher educational institutions; hotels and restaurants; shopping malls, multiplexes and entertainment parks; yoga centres and gymnasiums; assemblies and congregations, etc.
11. For ease of reference, the list of activity wise SOPs with their web-links is given at **Annexure II**.
12. The SOPs shall be strictly enforced by the authorities concerned, who shall be responsible for their strict observance.

#### Local restrictions

13. States and UTs, based on their assessment of the situation, may impose local restrictions, with a view to contain the spread of COVID-19 such as night curfew. However, State/ UT Governments shall not impose any local lockdown (State/ District/ sub-division/City level), outside the containment zones, without prior consultation with the Central Government.
14. States and UTs also need to enforce social distancing in offices. In cities, where the weekly Case Positivity Rate is in more than 10%, States and UTs concerned shall consider implementing staggered office timings and other suitable measures, with a view to reduce the number of employees attending office at the same time thereby ensuring social distancing.
15. There shall be no restriction on inter-State and intra-State movement of persons and goods including those for cross land-border trade under

  
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Treaties with neighbouring countries. No separate permission/ approval/ e-permit will be required for such movements.

#### rotection of vulnerable persons

16. Persons above 65 years of age, persons with co-morbidities, pregnant women, and children below the age of 10 years are advised to stay at home, except for essential and health purposes.

#### Use of Aarogya Setu


17. Aarogya Setu enables early identification of potential risk of infection, and thus acts as a shield for individuals and the community.
18. With a view to ensuring safety in offices and work places, employers on best effort basis should ensure that Aarogya Setu is installed by all employees having compatible mobile phones.
19. Organizations and Business entities with 50 or more employees are encouraged to avail the Aarogya Setu OpenAPI Service (<https://openapi.aarogyasetu.gov.in>). OpenAPI feature will facilitate Organisations and employees to return to work in a COVID 19 risk free environment.
20. District authorities may advise individuals to install the Aarogya Setu application on compatible mobile phones and regularly update their health status on the app. This will facilitate timely provision of medical attention to those individuals who are at risk.

#### Strict enforcement of the guidelines

21. State/ UT Governments shall not dilute these guidelines issued under the Disaster Management Act, 2005, in any manner.
22. For the enforcement of social distancing, State/ UT Governments may, as far as possible, use the provisions of Section 144 of the Criminal Procedure Code (CrPC) of 1973.
23. All the District Magistrates shall strictly enforce the above measures.

#### Penal provisions

24. Any person violating these measures will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Section 188 of the IPC, and other legal provisions as applicable. Extracts of these penal provisions are at **Annexure III**.

  
Union Home Secretary

and, Chairman, National Executive Committee

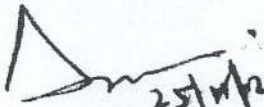
## NATIONAL DIRECTIVES FOR COVID-19 MANAGEMENT

1. **Face coverings:** Wearing of face cover is compulsory in public places; in workplaces; and during transport.
2. **Social distancing:** Individuals must maintain a minimum distance of 6 feet (2 gaz ki doori) in public places.  
Shops will ensure physical distancing among customers.
3. **Spitting in public places** will be punishable with fine, as may be prescribed by the State/ UT local authority in accordance with its laws, rules or regulations.

### *Additional directives for Work Places*

4. **Work from home (WFH):** As far as possible the practice of WFH should be followed.
5. **Staggering of work/ business hours** will be followed in offices, work places, shops, markets and industrial & commercial establishments.
6. **Screening & hygiene:** Provision for thermal scanning, hand wash or sanitizer will be made at all entry points and of hand wash or sanitizer at exit points and common areas.
7. **Frequent sanitization** of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., will be ensured, including between shifts.
8. **Social distancing:** All persons in charge of work places will ensure adequate distance between workers, adequate gaps between shifts, staggering the lunch breaks of staff, etc.

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25/11/2020